

**Attachment 2A - GSA FSS  
Sample Request for Quotations (Products)  
Lowest Price, Technically Acceptable**

***Request for Quotation***

RFQ Number: RFI-06-AO-001  
Request Date: 11/02/05

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To: *ALL PROSPECTIVE OFFERORS*

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**Special Notes:**

This is a request for **GSA Schedule Pricing**.

All items should be quoted **F.o.b. Destination**

Quotes may be faxed or e-mailed to the below listed address by **11/14/2005, 12:00 PM** local time. However, handcarried quotes are to be delivered by the same time at One Columbus Circle, N.E. Suite 3-250, Washington, DC 20544 attention: Lynne Edwards.

**Submit a quotation by using the attached quote sheet.**

**A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**

Quotes and questions concerning this RFQ should be addressed to Lynne Edwards at Administrative Office of The U.S. Courts, One Columbus Circle N.E. Washington, DC 20544, 202-502-1902, and [Lynne\\_Edwards@ao.uscourts.gov](mailto:Lynne_Edwards@ao.uscourts.gov).

The **Delivery Address** for this purchase will be: One Columbus Circle, N.E, Suite G-332. Washington, DC 20544

Sincerely,

Lynne Edwards  
Procurement Technician

Attachment

Quote Sheet for RFQ Number: RFI-06-AO-001

<u>Item No.</u>	<u>Short Description</u>	<u>Detailed Product Specification or Product Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extended Price</u>
<u>1</u>	<u>Tables</u>	<i>Table - Rectangle, 36"X72, 29"H , 1 1/4 thick, folding base</i>	26	<i>Each</i>	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>
<u>2</u>						
<u>3</u>						
<u>4</u>						
<u>5</u>		<i>(Continue on additional sheet(s), if necessary)</i>				
					<u>TOTAL</u>	<i>(contractor will fill in)</i>

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/fax number/e-mail address

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
Quantity Discount or Trade -in amount

\_\_\_\_\_  
Printed or Typed Name of Signator

\_\_\_\_\_  
Discount Terms or Net 30?

\_\_\_\_\_  
Delivery Date

\_\_\_\_\_  
GSA Contract Number and Expiration Date

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Data Universal Number System (DUNS) Number

## **DELIVERY ORDER TERMS AND CONDITIONS**

The terms and conditions in the GSA contract will be included by referencing the contract number in the delivery order. The following standard judiciary provisions and clauses are also incorporated into this request and will be included in the resulting delivery order. *(The CO may include any other standard judiciary provisions and clauses appropriate to the procurement. However, except as indicated below, the CO must not duplicate provisions or clauses included in the GSA schedule.)*

### **JP3 Clause B-5, Clauses Incorporated by Reference (AUG 2004)**

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:  
<http://www.uscourts.gov/procurement/clauses.htm>

The following clauses are included by reference.

**JP3 Clause 7-30 - Public Use of the Name of the Federal Judiciary (JAN 2003)**

**JP3 Clause 7-140 -Discounts for Prompt Payment (JAN 2003)**

**JP3 Clause 7-235 -Disputes (JAN 2003)**

*(The contracting officer will attach any other applicable standard judiciary provisions or clauses here. Except for the above, the CO will not include provisions or clauses which are already in the GSA contract. CO Note: Before including additional provision or clauses refer to the JP3 Appendix B matrix to determine, if the provision or clause can be included by reference or must be included in full text. If provisions are included by reference, then B-1 also must be included.)*